



Using WIC Connects tools and skills for effective meetings

1. **Set the agenda:** Setting the agenda shows respect for the meeting participants and allows them to focus in on the topic.

Facilitator:

“Welcome everyone. This meeting is scheduled from _____ to _____. You can see by the agenda we have a number of topics to cover (briefly review the topics).

To stay focused on our WIC Connects skills, I’d like to invite everyone to practice _____ during the meeting. (See below)

The facilitator can choose one of these WIC Connects skills, or have the group choose.

- **Open-ended questions** – use an open-ended question when you ask for more information on a topic.
- **Affirmations** – listen for opportunities to affirm another person during the meeting.
- **Reflections** – ask participants to briefly reflect what the previous speaker said at least once during the meeting before commenting or offering information.
- **Summaries** – ask for a volunteer to briefly summarize the discussion or decision at the end of each agenda item.

We will take a break at about _____ and allow 5 minutes at the end of the meeting for a summary and comments about the meeting.”

2. **Check in:** Check in with everyone about the agenda and the OARS skill of focus.

Facilitator: “How does that sound?” or “Are we o.k. to get started?”

3. **At the end of the meeting:** It’s helpful to end the meeting with a brief summary of a few key points and leave participants with an affirming, confidence-building statement.

Facilitator: Summarize a few key points. “I have confidence that you will _____.”



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49.6 Reading ease
9.7 Grade level